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2. RATINGS ON PERFORMINGS WEST OF RELEASE 2002/	11/12 :	CIA-RDP80-01826R0008	00030031-1				
DIRECTIONS:							
a. State in the spaces below up to six of the mo	re impo	rtant SPECIFIC duties perfo	rmed during this rating	period.			
Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.							
c. For supervisors, ability to supervise will al who supervise a secretary only).	ways be	rated as a specific duty (lo not rate as superviso	rs those			
d. Compare in your mind, when possible, the	individ	ual being rated with other	s performing the same di	uty at a			
 mimilar level of responsibility. e. Two individuals with the same job title m 	ay be n	erforming different duties.	If so, rate them on di	fferent			
duties.			ed . etc silon dii di				
f. Be specific. Examples of the kind of duties ORAL BRIBPING		ght be rated are: USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	,			
GIVING LECTURES	DEVELOP	S NEW PROGRAMS	PREPARES SUMMARIES				
	MANAGES	S INDUSTRIAL REPORTS FILES	TRANSLATES GERMAN DEBRIEFING SOURCES				
CONDUCTING EXTERNAL LIAISON	OPERATE	S RADIO	KEEPS BOOKS				
		ATES WITH OTHER OFFICES REGULATIONS	DRIVES TRUCK MAINTAINS AIR CONDITION	ING			
SUPERVISING g. For some jobs, duties may be broken down even	PREPARE	S CORRESPONDENCE	EVALUATES SIGNIFICANCE	OF DATA			
and phone operation, in the case of a radio of	perator	supervisor considers :	t advisable, e.g., como:	ined key			
			· · · ·				
1 - INCOMPETENT IN THE PERFORMANCE 2 - BARELY ADEQUATE IN THE PERFORM	OF THIS		S DUTY IN AN OUTSTANDING Y FEW INDIVIDUALS HOLDIN				
DESCRIPTIVE DUTY	- •	LAR JOBS					
RATING 3 - PERFORMS THIS DUTY ACCEPTABLY NUMBER 4 - PERFORMS THIS DUTY IN A COMPETE	NT MANN	7 - EXCELS ANYON ER THIS DUTY	IE I KNOW IN THE PERFORM	ANCE OF			
S - PERFORMS THIS DUTY IN SUCH A THAT HE IS A DISTINCT ASSET ON	FINE M.						
THAT HE IS A DISTINCT ASSET ON		SPECIFIC DUTY NO. 4		0.000			
	NUMBER			RATING NUMBER			
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SPECIFIC DUTY NO. 3	847446	SPECIFIC DUTY NO. 6					
	NUMBER	PRECIPIE BUTY NO. 6		RATING NUMBER			
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	NCE	<u> </u>					
DIRECTIONS: Stress strengths and weaknesses, part		those which affect develop					
		those which affect develop	pment on present job.				
				ı			
			•				
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				I			
SECTION D. SUITABILITY FOR	CURRE	T JOB IN ORGANIZATION					
DIRECTIONS: Take into account here everything ve	ou know	about the individual	ductivity, conduct in 41	he iot			
pertinent personal characteristics or habits, spec pere him with others doing similar work of about t	181 785	1000 00 40/on40	ne fits in with your test	n. Com-			
1 . DEFINITELY UNSUITABLE FAS CURRENT IN	he same	level.					
2 . OF DOUBTFUL SUITABILITY WOULD NOT HAVE BEEN ASSIGNED TO CHERRENT JOB IF ALL THE PAGE							
3 - A BARELY ACCEPTABLE EMPLOYEE ISO FAR AS CURRENT JOB IS CONCERNED. 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW WHO DO THIS KIND OF WORK.							
L							
RATING 6 - AN UNUSUALLY STRONG PERSON IN TERMS Number 7 - Excelled by Only a few in Suitabili	OF THE	REQUIREMENTS OF HIS CURRENT	. 80L				
				1			
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME CEXPLAIN FULLY:	THER PO	SITION IN THE ORGANIZATION?	YES NO.	F YES.			
				1			
·		•					
		OIA DDD00 040000000		1			
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PERSONNEL SER					EPORT (Part	, , =		
	L				ICTIONS	,		
FOR THE ADM	INISTRATIVE (OFFICER: Consi	ult curren		ions for completin	ng this	report.	
FOR THE SUPE ment and pe rated employ to be comple hold and com completed as	ERVISOR: This ersonnel offi yee. It is reted only sft amplete sfter and forwarded	t report is a picials concerni recommended the ter the employe the 90 days has	privileged ing the po at you read ee has beer a elspsed.	communication the entire in under you If this is 30 days af	tion to your super f the employee bei re report before c our supervision FOF is the INITIAL REF ter the due date i	rvisor, ing rate complet: R AT LE PORT on	and to app ed. It is ing any qu AST 90 DAYS the employ	NOT to be shown to the uestion. This report is S. If less than 90 days, yee, however, it MUST be 8 of Section "E" below.
SECTION E.	(Lest)	(First)		GEN Middle)	2. DATE OF BIRTH		3. SEX	4. SERVICE DESIGNATION
1. Dame	(04-1)	(******	•	riadio,	Z. DATE OF MIN.		3. 364	4. SERTIME MESICALITY
5. OFFICE/D	IVISION BRANC	CH OF ASSIGNMEN	įT.		8. OFFICIAL POSIT	TION TI	TLE	
7. GRADE	8. DATE REPOR	RT DUE IN OP	9A. PERI		D BY THIS REPORT		MBER OF MOR	NTHS EMPLOYEE UNDER MY
10. TYPE OF		INITIAL	1	REASSI ON	MENT-SUPERVISOR		SPECIAL	(Specify)
(Check		ANNUAL			MENT-EMPLOYEE			
SECTION F.		THE THAT THE	- DEBORT E	CERTIF	FICATION MY BEST JUDGEMENT	OF THE	IND I VIDUAL	DEING BATEN
A. THIS DAT					ATURE OF SUPERVISO			
		1						
2. FOR THE								NION IN ATTACHED MEMO. TLE OF REVIEWING OFFICIAL
A. 1872 C	· .	OFFICIAL	* (N 160	E AND C.L.	ATURE OF NETTERING		Priorite	ILE OF REVIEWING S
SECTION G.					F POTENTIAL			
DIRECTIONS:	: Considering lities. Thir	nk in terms o	s grade and of the kin	d type of and of respond	onsibility encount	tered at	t the vario	ential to assume greater ous levels in his kind of
RATING NUMBER	2 - HAS REAC 3 - MAKING P 4 - READY FC 5 - WILL PRC 6 - ALREADY 7 - AN EXCEP LEVEL RE	CHED THE HIGHES PROGRESS. BUT N OR TRAINING IN OBABLY ADJUST C ASSUMING MORE PTIONAL PERSON ESPONSIBILITIES	ST LEVEL AT NEEDS MORE ASSUMING (QUICKLY TO RESPONSIBI WHO IS ON S	T WHICH SAT TIME BEFOR GREATER RES MORE RESPO ILLITIES THA INE OF THE R	SPONSIBILITIES ONSIBLE DUTIES WIT AN EXPECTED AT HIS	MANCE CANED TO A THOUT FL S PRESEN	AN BE EXPEC Assume Grea Urther Trai Nt Level	TER RESPONSIBILITIES
		AL IN A VARIETY				 _		
					number of the st lowing supervisor			pest describes how you
RATING NUMBERS	1 - WOULT	D NOT ASSIGN HE	IM TO THIS	SIGN HIM T	AY SITUATION UNDER THE HE HAS HA TO THIS SITUATION PTIVE SITUATION	N KIGH	CIRCUMSTA EXPERIENCE IT NOW.	ANCES. CE AND TRAINING.
NUMBER	DIDECTIN	0 90095 4 3	NING THE			<u> </u>		
	DIRECTING A GROUP DOING THE BASIC JOB SUCH AS (For example Truck drivers, stenographers, technicans or professional specialists) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT.							
	1		F SUPER	VISORS 1	WHO DIRECT THE	BASI	C 108. T	HE KIND OF POSITION
v ·	DIRECTING	G A GROUP.	WHO MAY	OR MAY	NOT BE SUPERV	ISORS,	WHICH IS	RESPONSIBLE FOR OU HAVE IN MIND
	DIRECTIN		WHEN CON	NTACT WI				IS NOT FREQUENT, THE
	DIRECTIN	G A GROUP	WHERE IM	MMEDIATE	SUBORDINATES'	ACTIVI HAVE	ITIES ARE	DIVERSE AND NEED

, ,			CECTED (To)	1	
3. COM	MENT ON SPECKAPPTONED THE RE	HARE AV	(When Filled In)	6R 00980	0030031-1
1			MINE WEE WEEK HAVE KAKEL IN	CE CE DI	NG RATINGS OR POTENTIAL.
				•	•
					•
			•		
1050510					
SECTIO	M 11. Ning or other developmental ex	BEDIENOS	FUTURE PLANS		
	THE SEVEL OF MENTAL EX	PERIENCE	PLANNED FOR THE INDIVIDUAL		
i					
Ì		~			
Ī					
2: NOTE	OTHER FACTORS, INCLUDING PERS	ONAL CIRCL	IMSTANCES, TO BE TAKEN INTO A	CCOUNT IN	INDIVIDUAL'S FUTURE ASSIGNMENT
					- Control of Control
			·		
SECTION					
		DES	CRIPTION OF INDIVIDUAL		
	NS: This section is provided a literally. On the page be of each statement is a how				
	The state of the s	Men ene s	carement abbites to the belan	on covered	by this report.
	· ND · VIDOAL				E DESCRIPTION APPLIES TO THE
CATEGOR	1 - APPLIES TO THE Ry number 2 - Applies to Indi	INDIVIDUA Vidual to	L TO THE LEAST POSSIBLE DEGRE	E	
	3 . APPLIES TO INDI	VIDUAL TO	AN AVERAGE DECREE		,
	4 - APPLIES TO INDI 5 - APPLIES TO INDI	VIDUAL TO	AN ABOVE AVERAGE DEGREE AN OUTSTANDING DEGREE		
CATEGORY	STATEMENT	CATEGORY	T	CATEGORY	STATEMENT
	1. ABLE TO SEE ANOTHER'S		11. HAS HIGH STANDARDS OF	1	21. IS EFFECTIVE IN DISCUS-
	POINT OF VIEW		ACCOMPLISHMENT	i	SIONS WITH ASSOCIATES
	2. CAN MAKE DECISIONS ON HIS		12. SHOWS ORIGINALITY		22. IMPLEMENTS DECISIONS RE-
	OWN WHEN NEED ARISES		12. SHOWS UNIGINALITY		GARDLESS OF OWN FEELINGS
	3. HAS INSTRATIVE		13. ACCEPTS RESPONSIBILI-		
			TIES		23. IS THOUGHTFUL OF OTHERS
	4. IS ANALYTIC IN HIS THINK- ING		14. ADMITS HIS ERRORS		24 #08# # #51
					24. WORKS WELL UNDER PRESSURE
	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS		15. RESPONDS WELL TO SUPER.		25. DISPLAYS 111.2.2
			V1 \$ 1 0 N		25. DISPLAYS JUDGEMENT
1	6. KNOWS WHEN TO SEEK ASSISTANCE		16. DOES HIS JOB WITHOUT STRONG SUPPORT		26. IS SECURITY CONSCIOUS
			#INVNW SUFFURT		COMBCIOUS

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17. COMES UP WITH SOLUTIONS

10. CAN COPEADPOVED FOT Release 2002/1/1/2": CIA-RDP80-01826R00080003003-NT INCOURSE STRONG

TO PROBLEMS

18. IS OBSERVANT

19. THINKS CLEARLY

8. HAS MEMORY FOR FACTS

9. SETS THINGS DONE

27. IS VERSATILE

STRUCTIVE

28. HIS CRITICISM IS CON-

29. FACILITATES SMOOTH OPERA-TION OF HIS OFFICE